



Office of the City Manager

CONSENT CALENDAR  
July 11, 2023

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Aram Kouyoumdjian, Director of Human Resources  
 Subject: Contract No. 32300158 Amendment: AppleOne Employment Services for Temporary Staffing Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 32300158 with AppleOne Employment Services for temporary staffing services, to cover the period February 1, 2023 to June 30, 2025, for a total cost not to exceed \$750,000.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the contract will be provided by user departments from various budget codes.

CURRENT SITUATION AND ITS EFFECTS

Although the City has consistently hired over attrition in recent months, departments continue to contend with high vacancy rates and ongoing recruitment and retention challenges. As such, it is critical that departments have access to temporary hires in order to ensure continuity of vital operations in the event of sudden vacancies or unexpected spikes in work volume.

Multiple departments, including Human Resources, along with the City Manager's Office and the Office of the Director of Police Accountability, have drawn upon the original contract that had a limit of \$250,000. An extension of the contract and an increase in its cap are necessary to keep these services viable for the next two fiscal years.

BACKGROUND

Departments are in the midst of a number of large projects, which can be disrupted by vacancies created not just by separations from City employment but also internal promotions. In these instances, immediate temporary staffing – funded by salary savings – is necessary to sustain vital City services.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

Maintaining necessary staffing levels is key to providing high-caliber services that Berkeley residents expect and deserve. When vacancies occur suddenly or in hard-to-fill positions, or when there are unexpected spikes in workload, temporary staffing can serve as an interim gap. This contract extension allows the City to have continued access to temporary staff on short notice – a service that AppleOne has provided in a responsive and time-sensitive manner throughout the initial term of the contract.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Aram Kouyoumdjian, Director of Human Resources, (510) 981-6807.

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32300158 AMENDMENT: APPLEONE EMPLOYMENT SERVICES  
FOR TEMPORARY STAFFING SERVICES

WHEREAS, the Human Resources Department conducts recruitments and maintains employment lists of qualified individuals for career and temporary positions; and

WHEREAS, City departments may require additional administrative, clerical, technical, or professional temporary staff to augment their existing resources to deliver vital services; and

WHEREAS, if there are no available candidates from existing employment lists, City departments may use a temporary staffing agency to obtain limited-term temporary staff; and

WHEREAS, expenditures for these services will be paid from a variety of funding sources in budgets of individual operating departments when temporary staffing services are required.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amendment to Contract No. 32300158 with AppleOne, Inc. dba AppleOne Employment Services for an amount not to exceed \$750,000 for the period covering February 1, 2023 through June 30, 2025.

BE IT FURTHER RESOLVED that a record signature copy of said contract and any amendments be on file in the Office of the City Clerk.

